

February 22, 2007

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, March 1, 2007
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

N O T I C E

The meeting previously announced for Thursday, March 1, 2007 has been cancelled.

The next regular scheduled meeting is tentatively set for April 5, 2007 at 1:30 p.m. in the Commissioners Hearing Room.

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A G E N D A

ITEM 1: Request to create the following classifications:

| <u>CLASS CODE</u> | <u>CLASS TITLE</u> | <u>PROPOSED PAY GRADE</u> |
|-----------------------|---------------------|---------------------------------|
| 4324 | Resident Assistant | A09 (\$20,835.36 – \$26,688.48) |
| 7531 | GIS Program Manager | C27 (\$64,852.32 – \$83,071.04) |

ITEM 2: Request to amend Rule 17.18 of the Personnel Rules – Longevity.

ITEM 3: Request to amend Rule 19.11 of the Personnel Rules – Funeral Leave.

ITEM 4: Election of Chair.

ITEM 5: Election of Vice-Chair.

ITEM 6: Miscellaneous Discussion.

LANCASTER COUNTY RESIDENT ASSISTANT

NATURE OF WORK

This is routine, limited, skilled nursing work providing services and assistance to residents of a county operated skilled and intermediate care facility.

Work involves assisting residents of Lancaster Manor with their personal care needs. Work also involves performing miscellaneous dining area and resident room tasks including set up of the dining area; assisting with passing and collection of meal trays; helping residents in and out of dining area. Supervision is received from a nursing professional with work being reviewed in the form of the effectiveness of health care services provided.

EXAMPLES OF WORK PERFORMED

Ensure that each resident has ice water and other fluids in resident rooms and dining area prior to and during meals.

Set up dining area for meals; assist staff with passing and collection of meal trays in the dining area and prepare meal trays for residents as needed.

Assist residents in and out of the dining area and throughout the facility as needed.

Clean up dining area after meals by cleaning and wiping down tables and other tasks as assigned.

Assist in feeding and taking vital signs of residents.

Observe and report obvious physical and behavioral abnormalities; inform the proper authority so action can be taken.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the basic principles and practices of patient care procedures and techniques.

Some knowledge of the aging process and problems associated with nursing home confinement.

Ability to maintain accurate records reflecting geriatric health care services provided.

Ability to establish and maintain effective working relationships with residents, co-workers and the general public.

Ability to understand and follow both oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school with experience in administering medications and providing routine geriatric care to residents of a nursing home facility, and successful completion of the Care Staff Member Training Program as required by the State of Nebraska.

MINIMUM QUALIFICATIONS

Graduation from a senior high school with some experience in providing routine geriatric care to residents of a nursing home facility or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

* As per requirements of the State of Nebraska, employees must successfully complete a Basic Resident Care Course approved by the State Health and Human Services system.

* Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

* Persons serving in this position are Certified Nursing Assistants who are unable to meet the physical requirements of the CNA program.

Approved by: _____
Department Head

Personnel Director

3/2007

PS4324

LANCASTER COUNTY
GIS PROGRAM MANAGER

7531

NATURE OF WORK

This is responsible professional and administrative work coordinating an enterprise Geographic Information System (GIS) in a multi-departmental interagency environment.

Work involves responsibility for the overall coordination and management of a Geographic Information System through the GIS Administrative Committee. Work includes coordinating user requirements with system capabilities; coordinating the establishment and implementation of system policies, procedures and standards; coordinating the training of system users; and performing as program coordinator for the enterprise Geographic Information System. Supervision is received from an administrative superior with work being reviewed in the form of reports, user coordination, conferences and results achieved. Supervision may be exercised over subordinate technical and administrative personnel.

EXAMPLES OF WORK PERFORMED

Works with the GIS Administrative Committee to establish common goals, program objectives, project priorities, operational policies and strategic plans within which multi-departmental GIS initiatives are formulated, funded and implemented; acts as Chair for GIS Administrative Committee and serves as liaison/contact person for GIS Administrative Committee.

Keeps the GIS Administrative Committee informed of all situations that would affect the accomplishment of goals and objectives.

Coordinates work programs, projects, user requirements, and system capabilities; oversees the development and implementation of special projects.

Works with Information Services (IS) to monitor system hardware performance in order to maximize efficiency of equipment and software; recommends hardware and software updates; coordinates training opportunities and technical support required to utilize new GIS hardware and software acquisitions and upgrades.

Prepares detailed annual and ad hoc budget reports relating to the enterprise GIS and seeks grant funding for system improvements, new and enhanced databases, digital imagery and other GIS related activities.

Establishes, implements, and reviews work policies, procedures, and plans for the system in conjunction with the GIS Administrative Committee; monitors system activities and usage in order to make adjustments as needed.

Prepares documents, correspondence, technical and management reports for the enterprise GIS; develops applicable operational standards, manuals and guidelines for the enterprise GIS.

Oversees and performs work relating to the development of user and system-wide applications.

Represents the enterprise GIS in a professional manner to present and explain its mission, priorities, benefits, and work tasks to elected and appointed officials, user groups, potential system clients, and the community at large.

Works with and directs the performance of vendors retained under contract to complete tasks relating to the enterprise GIS; monitors work scope, task schedules, contract budgets and vendor personnel performance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of Geographic Information System standards, practices and procedures.

Considerable knowledge of ESRI software.

Knowledge of database management system principles.

Ability to work closely with individuals and diverse groups to build teams and maintain lasting consensuses.

Ability to successfully manage projects requiring the application of planning, process initiation, communication, control, leadership, resource and personnel management, monitoring, decision making and closing skills, principles, tools and techniques.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to anticipate, plan for and coordinate the actions required to meet the needs of system users.

Ability to plan and coordinate the work of subordinate technical and administrative personnel and team members of other departments.

Ability to analyze problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Ability to establish and maintain effective working relationships with co-workers, system users and the public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's degree with major course work in planning, geography, computer science, engineering, public or business administration, public relations, information services or related field; plus considerable experience with ESRI software and GIS concepts and technologies; and considerable experience in a responsible administrative or managerial capacity involving policy formulation, team building, staff coordination and consensus building.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in planning, geography, computer science, engineering, public or business administration, public relations, information services or related field; considerable experience with ESRI software and GIS concepts and technologies; and experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Personnel Director

03/2007

PS7531

17.18 Longevity

Status employees not covered by a labor agreement shall annually receive longevity pay based upon the total length of continuous service with the County. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Part-time status employees shall receive longevity pay based upon the total hours worked in each pay cycle.

| Completed Years of Service | Annual Pay | Hourly Pay | (Informational Only Per Pay Period) |
|-----------------------------------|------------------------|--------------------|--|
| 5 Years | \$ 245.44 | \$.118 | (\$9.44/pay period) |
| (Beginning 6 th Year) | <u>\$ 490.88</u> | <u>\$.236</u> | <u>(\$18.88/pay period)</u> |
| 10 Years | \$ 386.88 | \$.186 | (\$14.88/pay period) |
| (Beginning 11 th Year) | <u>\$ 773.76</u> | <u>\$.372</u> | <u>(\$29.76/pay period)</u> |
| 15 Years | \$ 640.64 | \$.308 | (\$24.64/pay period) |
| (Beginning 16 th Year) | <u>\$1,281.28</u> | <u>\$.616</u> | <u>(\$49.28/pay period)</u> |
| 20 Years | \$ 900.64 | \$.433 | (\$34.64/pay period) |
| (Beginning 21 st Year) | <u>\$1,801.28</u> | <u>\$.866</u> | <u>(\$69.28/pay period)</u> |
| 25 Years | \$ 1,000.48 | \$.481 | (\$38.48/pay period) |
| (Beginning 26 th Year) | <u>\$2,000.96</u> | <u>\$.962</u> | <u>(\$76.96/pay period)</u> |

19.11 Funeral Leave

Funeral leave may be taken upon approval of the Department Head and according to the following:

(a) In the case of the death of the employee's spouse, child, step-child, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, grandfather, grandmother, grandchild, or in the case of death of any other relative residing in the immediate household of the employee. Grandfather, grandmother and grandchild will include "great" grandfathers, grandmothers and grandchildren. A full-time employee shall be granted funeral leave with pay at the rate of up to ~~twenty-four (24)~~ forty (40) hours to attend the funeral without deduction from his pay or accumulated sick leave. A part-time employee shall be allowed ~~two-fifths (2/5)~~ four-fifths (4/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(b) In the case of the death of the employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or the grandparents of an employee's spouse, full-time employees shall be allowed ~~sixteen (16)~~ twenty-four (24) hours funeral leave with regular pay to attend the funeral without deduction from his pay or accumulated sick leave. Aunt and uncle include "great" aunts and uncles. The part-time employee shall be allowed ~~one-fifth (1/5)~~ two-fifths (2/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(c) A full time employee shall be allowed to use up to twenty-four (24) hours of his accumulated sick leave in the case of death of any of the above designated persons. A part-time employee may also be allowed to use accumulated sick leave up to four-fifths (4/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(d) A full-time employee shall also be allowed to use up to eight (8) hours funeral leave with regular pay to attend the funeral of a cousin without deduction from his pay or accumulated sick leave. A part-time employee shall be allowed one-fifth (1/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

~~(d)~~ (e) Up to four (4) hours funeral leave shall be granted if a full-time employee attends the funeral of a co-worker or retiree ~~from the department in which the requesting employee is employed of the County.~~ A part time employee shall be granted one-tenth (1/10) of the hours in his normally scheduled work week if scheduled to work the hours requested.